

## Sponsor Review

### 100 - Training

Does the sponsor have documentation of training, including topics, dates and names of personnel who attended?

Does the documentation show that all site personnel were trained before they undertook site responsibilities?

### 200 - Monitoring

Were all require visits conducted and documented?

Review records and complete the following table:

- # of sites
- # of new sites
- # of sites with problems in previous year
- # of sponsor pre op visits
- # of 1<sup>st</sup> week visits
- # of 1<sup>st</sup> week visits waived
- # of monitoring reviews conducted by sponsor

Has the sponsor taken corrective action on problems identified?

### 300 – Eligibility

For enrolled sites, were all the applications approved correctly?

Did all of the enrolled sites meet the 50% eligibility requirement?

- If NO, complete the following table.

For Camps, was a roster of ALL children's names available for every camp site and session?

- If NO, complete the following table.

### 400 – Food Service

Review menus, Menu Records, or food purchase receipts. Do these records show that all meals contained all components and that the serving sizes met the meal pattern requirements? Are non-creditable food items included on menus as additional foods (see SFSP Memo 06-2012)?

- If NO, record number and type of meals which are not supported by adequate records.

Does the sponsor with vended sites have delivery receipts to support meal counts reported for each site?

- If NO, record Meal Type, # of Meals Delivered, # of Meals Recorded

Does the sponsor's meal adjustment procedure meet the objective of serving only one meal to each child for each meal service?

If the sponsor implements offer vs. serve, were problems noted on site reviews?

405 – 407 Sponsor of vended

Was vendor contract competitively procured?

Are unitized meals provided?

Does the price per meal include delivery?

408 – Self-Prep Sponsors

If the Sponsor receives USDA commodities, are records maintained to show the receipt of commodities?

500 – Meal Count Records

Does the sponsor have meal counts from individual sites/camp sessions?

Do the meal counts show a different number of meals claimed each day?

Are the sponsor's meal counts correct for the review month for sites reviewed?

Were all meal counts documented during site reviews correctly reported by the site and correctly claimed by the sponsor?

- If NO, explain.

600 – Costs

Do the Sponsor's operating and administrative cost receipts and documentation adequately support the approved line items below?

- Food Costs
- Employee time and salaries for program operation
- Non-food costs
- Employee time and salaries for program administration
- Other approved administrative costs
- Utility costs and the method for prorating them

Are all costs allowable? Did costs include an additional non-creditable food items? See SFSP Memo 06-12, Serving Additional Foods in the Summer Food Service Program, <http://www.fns.usda.gov/serving-additional-foods-summer-food-service-program>

Does Sponsor have documentation of the procurement plan used?

Has sponsor followed the procurement plan correctly?

Does Sponsor have documentation of a written code of conduct?

Does Sponsor have a signed Debarment certification statement from all bidders on contracts for \$25,000 or more?

## 700 – Audit

If the sponsor receive more than \$750,000 in TOTAL Federal assistance has the sponsor met the audit requirement?

Were there any SFSP related audit recommendations that were not implemented?

## 800 Civil Rights

Is the “...And Justice for All” or FNS approved poster on display?

If the sponsor has a need for providing materials regarding the availability and nutritional benefits of the program in other languages, do they have the capability to translate materials?

Does the sponsor provide a nondiscrimination statement and a procedure for filing a complaint concerning the program?

Dos the sponsor retain a copy of the public announcement made regarding admission to the program regardless of race, color, sex, age, disability or national origin?

Has the sponsor collected racial/ethnic data for each site or camp session?

Does the sponsor retain these data for the required three years?

Are there any requirements or procedures which restrict or deny enrollment on the basis of any of the protected classes?

Base on observation does the sponsor appear to be in compliance with Title VI of the Civil Rights Act of 1964?